

APPENDIX D

BENCHMARK ANALYSIS

QUESTIONNAIRE

Name _____ Title _____

Phone _____ Email _____

1. What is your jurisdiction's 2010 census population? _____
2. What is your jurisdiction projected 2025 population? _____

PLANS

3. Does your jurisdiction have a Parks and Recreation Master Plan?

Yes_____, completed in _____ No_____

4. Does your city have a Trails Master Plan?

Yes_____, completed in _____ No_____

5. Does your city have an Equestrian Master Plan

Yes_____, completed in _____ No_____

6. Does your city have an Open Space Master Plan

Yes_____, completed in _____ No_____

Staffing/Administration/Budget

7. How many staff are in the parks and recreation department?

ADMINISTRATION

- a. full-time employees? _____
- b. part-time employees? _____

MARKETING/PUBLICITY

- a. marketing staff _____
- b. graphics _____
- c. If no staff, who does marketing publicity?

RECREATION

- a. full-time employees? _____
- b. part-time employees? _____

PARK MAINTENANCE

- a. full-time employees? _____
- b. part-time employees? _____

- 7. What was the Parks and Recreation Department's 2010 budget? _____
- 8. What was the City's 2010 budget? _____
- 9. What percentage of the budget is for maintenance (e.g., regular repairs and upkeep)? _____
- 10. What percentage of the budget is for capital improvements (new construction and significant rehabilitation)? _____
- 11. What percentage of the budget is for operations? _____
Of the operations budget, what % was for personnel? _____
- 12. How is your department funded?

Development impact fees?

Yes _____ No _____
% of budget? _____
Per unit fee? _____

Other Sources?

Property Tax	Yes _____	% of budget?	No _____
General Fund	Yes _____	% of budget?	No _____
User Fees	Yes _____	% of budget?	No _____
Private Giving/Fund Raising	Yes _____	% of budget?	No _____
Revenue Bonds	Yes _____	% of budget?	No _____
Grants	Yes _____	% of budget?	No _____
Other (list)	Yes _____	% of budget?	No _____

PARKS

13. How many total acres of parks exist in your community, and what type?

	Publicly Owned	Privately Owned
Neighborhood (5-10 ac.±)		
Community (20-50 ac.±)		
Natural Open Space		
Linear Parks/Greenspace		

14. How many total acres of parks are planned, and what type?

	Publicly Owned	Privately Owned
Neighborhood (5-10 ac.±)		
Community (20-50 ac.±)		
Natural Open Space		
Linear Parks/Greenspace		

15. How far into the future are these parks planned? _____

FACILITIES

16. What numbers of facilities are currently operated by the Parks and Recreation Department, what numbers are planned, and are the community's needs being met?

TYPE OF FACILITY	NUMBER CURRENTLY OPERATED	NUMBER PLANNED	SQUARE FOOTAGE	SQUARE FOOTAGE PLANNED	DOES THE NUMBER MEET THE CURRENT NEEDS?	MANAGED BY OUTSIDE ENTITY
Outdoor Volleyball – sand, unlighted						
Trails (number of miles)						
Tennis Courts – lighted						
Tennis Courts – unlighted						
Basketball courts - lighted						
Basketball courts - unlighted						
Teen Center						
Senior Center						
Libraries						
Ski Center						
Snow Play Area						
Ice Rink						
Skate Park						
Aquatic Facility (indoor)						
Aquatic Facility (outdoor)						
Dog Park						
Amphitheater						
BMX or bike track						
Water Play Facility						
Trailhead/Staging areas						
Passive Turf areas						
Tot lots/Playgrounds						
Golf Course						
Disc Golf						
Competition Facility (Type)						
Picnic/Ramada Facilities						
Other Facilities						

17. Are all your facilities ADA accessible? Yes_____ No_____

18. Does the jurisdiction use/lease private facilities for public recreation use?

Yes_____ Type of Facility(ies)?_____

No_____

TRAILS

19. How many miles of trails are planned? _____

Public Trails _____ Private, publicly accessible trails _____

20. Do you have standard detail trail widths and if so, what are they, by type?

TYPE	STANDARD WIDTH
Single user trail/path	
Shared use trail/path	
Other?	
Bicycle use only	

21. Do you have a staff person(s) designated specifically to trails:

For planning? Y _____ N _____

For maintenance? Y _____ N _____

As a ranger? Y _____ N _____

PROGRAMS/EVENTS

	In House	Con-tracted	Fees	Revenue Neutral?	Comments
Youth Sports					
Adult Sports					
Fitness/Wellness (Please list)					
Aquatics (Please list)					
Cultural Arts (Please list)					
Youth After School					
General Recreation Programs					
Outdoor Education(Please list)					
Special Needs					
Seniors (Please list)					

22. Does your city use program registration software? Y____ N____
If so, what software program is used? _____
23. How else do participants register for programs? (select all that apply)
Mail _____ Fax _____ Phone _____ Email _____
24. Do you have a fee assistance program? Y____ N____

MAINTENANCE

25. Of the total acres of developed park in the city, how many acres are maintained by parks staff (versus a homeowners association or outside contracted entity)?
_____ acres maintained by Parks Department Staff
26. What maintenance services does the Park and Recreation Department perform?

SERVICE	YES	NO	ADDITIONAL COMMENTS
Mowing?			
Tree Maintenance			
Infield Preparation?			
Trash Pickup?			
Pay For Lighting?			
Lighting Repair?			
Trails Maintenance?			
Other Services?			

27. Are there non-traditional maintenance functions that the Parks and Recreation Department performs, such as maintenance of road rights-of-way, historic sites, schools, cemeteries, etc.?
Y____ N____ Additional Comments _____

28. Does the city contract out any maintenance operations? Y____ N____
If yes, what is contracted out? _____
and what is the budget? _____

USER GROUPS

29. Do you have any agreements with outside user groups for either youth or adult sports (such as YMCAs, Boys and Girls Clubs, Pop Warner)?
Y_____ N_____
30. Are they adopted agreements by your city? Y_____ N_____
31. How much revenue is received from user groups? _____

SHARED USE FACILITIES/PARTNERSHIPS

32. List facilities that are shared or city owned and lease and used and with whom are they shared or by whom they are leased

TYPE OF JOINTLY BUILT AND USED FACILITIES	SHARED WITH

33. List jurisdictional facilities used by schools and who has priority use

CITY FACILITIES USED BY SCHOOLS	PRIORITY USE (jurisdiction or school?)

34. List school facilities used by the City and who has NON-SCHOOL HOUR priority usage

SCHOOL FACILITIES USED BY SCHOOLS	PRIORITY USE (jurisdiction or school?)

35. Are there adopted agreements with the schools for these jointly used facilities?

Y_____ N_____

FEE/COST RECOVERY

36. Does your department have a written Fee Policy? Y____ N____

37. What percentage of costs are recovered through user fees? _____

	RESIDENT FEE	NON-RESIDENT FEE	FEE CHARGED BY OTHERS	CITY MANAGED OR PRIVATE LEAGUE?
ADULT				
Softball (team)				
Basketball (team)				
Volleyball (team)				
Tennis				
YOUTH				
Baseball (team)				
Teeball (team)				
Softball (team)				
Basketball (team)				
Soccer (team)				
Tennis				

38. What are the city fees charged for different sports programs?

39. What are your facility use fees?

	RESIDENT FEE	NON-RESIDENT FEE
Baseball diamond		
Softball diamond		
Aquatics/Pool		
Soccer field		
Volleyball court indoor		
Picnic Shelter/Ramada		
Indoor gym		
Disc Golf Course		
Skate Park/BMX Park		
Swimming pool		
City Park Parking Lot Parking Fee		
Snowplay Area		
Horseshoe/Bocci Ball		
Tennis Court		
	please state per hour, day, ½ day, etc.	

40. Does your city have the option of a flat annual participation fee? Y____ N____



SPECIAL EVENTS

41. What special events does your department host and/or coordinate? (please list)

EVENT	Charge Admission	Charge Parking	Vendors/Sponsor Fee and Amount?	Cost Recovery %

42. For what special events does your department contract out or manage bookings/permits?

EVENT	Charge Admission	Charge Parking	Department Receives a % of Revenues?	Cost Recovery %

